

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Information Services  
1206 Ames Building

EXTENSION

NO.

DD/A Registry

83-0619/1

DATE

13 MAY 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. E / Deputy Director  
for Administration16 MAY  
198316 MAY  
1983

a

2.

A D D A

16 MAY  
1983

g

3.

D D A

23 MAY 1983

d

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY

FILE: 100-20

OIS 83-154/1

|               |
|---------------|
| DD/A Registry |
| 83-0619-1     |

13 MAY 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

|  |
|--|
|  |
|--|

Director of Information Services

STAT

SUBJECT: Presentation at OIS Annual Conference

*Harry-*

1. This note is to express my sincere appreciation to you for addressing the OIS Conference on the afternoon of 5 May. We know that you are busy and appreciate the fact that time spent with us takes time out of your schedule that will have to be made up later. I still believe, however, that it is important for our Office members to see and hear their Deputy Director and the conference is about the only occasion that most of them have for this contact. It was time well spent. The critiques that have been tabulated indicate a very favorable response to this year's conference and its speakers.

2. Thank you again for being with us. As usual, the time we had together was all too short.

|  |
|--|
|  |
|--|

STAT